

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.876
	STATE OF HAWAII	3.877
.....		3.882
	Minimum Qualification Specifications	3.884
	for the Classes:	3.885

WORKERS' COMPENSATION CLAIMS SPECIALIST I & II  
 (WORKERS' COMP CLAIMS SPCLT I & II)  
WORKERS' COMPENSATION HEARINGS OFFICER III, V, & VI  
 (WORKERS' COMP HRNGS OFFCR III, V, & VI)

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described below in the General or Specialized Experience sections, or any other responsible administrative, professional, or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Gen Exp (Yrs)	Spclzd Exp (Yrs)	Supvy Aptitude (Yrs)	Total Exp (Yrs)
Wkrs' Comp Claims Spclt I	0	0	0	0
Wkrs' Comp Claims Spclt II	1/2	0	0	1/2
Wkrs' Comp Hrngs Offcr III	1-1/2	0	0	1-1/2
Wkrs' Comp Hrngs Offcr V	1-1/2	2	0	3-1/2
Wkrs' Comp Hrngs Offcr VI	1-1/2	3	*	4-1/2

General Experience: Progressively responsible professional, investigative, or other analytical work which involved gathering, evaluating and analyzing facts and other pertinent information; identifying, evaluating and analyzing issues involved; interpreting and applying provisions of the Hawaii State Workers' Compensation laws, rules and regulations to determine appropriate courses of action; and recommending courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, and prepare clear and concise written reports of facts, issues, application of the law and recommendations for action.

Examples of such experience include (but are not limited to) the following:

- (a) Active participation in the examination and determination of disfigurement and/or disability awards for workers' compensation claims;
- (b) Enforcement of workers' compensation laws, rules and regulations by investigating and examining employers financial records and/or related personnel records, interviewing employers, employees or others; identification of violations or lack of alleged violations and preparing reports recommending action; and
- (c) Representation of self-insured employer, insurance carrier, employee or other party, as a regular work assignment, regarding claims for workers' compensation benefits and awards which involved review of pertinent case documents, determination of issues and advocacy of the clients' position relative to the case.

Specialized Experience: Progressively responsible professional experience of the kind and nature described under General Experience, above, which involved examination of claims for workers' compensation benefits and awards which included conducting administrative hearings for determination of awards or participating in administrative hearings as an advocate of the client, self-insured employer or insurance carrier, or other interested party as a regular work assignment.

For the class Workers' Compensation Hearings Officer V, at least two (2) years of experience must have been comparable in scope and difficulty to Workers' Compensation Hearings Officer III in the State service. For the class Workers' Compensation Hearings Officer VI, at least one (1) year of experience must have been comparable in scope and difficulty to the class Workers' Compensation Hearings Officer V in the State service.

Supervisory Aptitude: \*For the class Workers' Compensation Hearings Officer VI, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **Non-Qualifying Experience**

Clerical work experience, although it may be in the field of workers' compensation, is not qualifying.

### **Substitutions Allowed**

1. Satisfactory completion of course work required for a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or course work deemed comparable by a nationally recognized specialized accrediting body) which included study of legal research and writing, evidence, contracts, civil procedures, and torts, may be substituted for the General or Specialized Experience required on the basis of one semester of full-time course work load for one-half (1/2) year of experience up to a maximum of one and one-half (1-1/2) years of General Experience and/or one and one-half (1-1/2) years of Specialized Experience. This course work may not be substituted for experience comparable to the class Workers' Compensation Hearings Officer V.
2. Excess Specialized Experience of the type and quality described may be substituted for the required General Experience on a year-for-year basis.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

### **Physical and Medical Requirements**


Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes WORKERS' COMPENSATION CLAIMS SPECIALIST I & II (WORKERS' COMP CLAIMS SPCLT I & II) and WORKERS' COMPENSATION HEARINGS OFFICER III, V, & VI (WORKERS' COMP HRNGS OFFCR III, V, & VI), which were approved on October 4, 1996.

Date Approved: \_\_\_\_\_

12/8/15

  
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Department of Human Resources Development